



International Affairs Certification Program (IACP) **Application Guide**

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Applying for IACP is as easy as 1-2-3!

Step 1 – Review IACP requirements: *This step will ensure you understand IACP program requirements and identify the right courses and experience necessary for applying.*

- ☐ Review program details and application deadlines: <http://www.safia.hq.af.mil/workforceinitiatives/index.asp>
- ☐ Review respective Level I, II, or III application training and experience requirements (See Tables 1-3 on pages 3-5)

Step 2 – Apply for certification online: *This step will ensure you submit a complete application.*

- ☐ **Create Online Account:** Please visit the Defense Security Cooperation Agency (DSCA) Personnel Initiatives (PI) webpage <https://iacertification.dsca.mil/> and create a new Air Force user account by following the instructions under “register as a new user” (if you have an existent user account, login to view your information with your user name and password).
- ☐ **Enter Courses:** Enter your respective courses by clicking on the *Certification Tab >> Completed Courses Input*; enter course information in the *Completed Courses* section for all respective requirements and save entries.
- ☐ **Verify Your Supervisor's Information:** Prior to submitting your online application, ensure your supervisor's information in the *Manage Your Account* section is accurate (specifically his/her email address).
- ☐ **Submit Online Application:** Submit your application by clicking on the *Certification Tab >> Apply Online* and follow detailed online instructions.

Following completion of the electronic application, your supervisor will automatically receive an e-mail from the PI website prompting him/her to review your application. Prior to the application being reviewed at the Board Review meeting, the supervisor is required to review the application to confirm course accuracy, verify IA experience, complete the core competencies section, and, as needed, address any application discrepancies. After reviewing the application online, the supervisor will acknowledge review electronically. Following supervisor approval, the PI website will notify both the applicant and the AF IACP Administrator that the application is ready and awaiting review at the next Board Review meeting.

Please Note: Applications pending supervisory approvals will not be considered by the Review Board – it is the applicant's responsibility to ensure the supervisor is aware of this requirement.

Step 3 – Submit supporting documents to the AF IACP Review Board: *This step will ensure you provide the required supporting documents to the AF IACP Board*

- ☐ Upon submission of the application, you must send supporting documents (see Appendix on page 6) to the AF IACP Administrator: AirForceAdministrator@pentagon.af.mil

Please Note: Applications with missing supporting documents will be considered incomplete and will not be approved by the Review Board.

What Happens Next?

Application Notifications:

- ☐ Applicants with approved applications will receive approval email notifications from PI website within 30 days and certificates within 60 days following Board Review. Certificates are sent to IA POCs and distributed to recipients accordingly. Results will also be posted at <http://www.safia.hq.af.mil/workforceinitiatives/> in the same timeframe.
- ☐ Applicants with disapproved applications will receive disapproval email notifications from PI website (including reasons for disapproval), and when applicable, necessary guidance for a successful future application.

Reporting IACP on Personnel Records:

All civilian candidates earning a certification should use the Self-Service applications available in the Defense Civilian Personnel Data System (DCPDS) via MyBiz. Changes will immediately update the personnel record and be reflected on Civilian Career Briefs the next day. For more information on using MyBiz, [click here](#).

- ☐ You should enter the following codes in the "Certification and Licenses" section of the Career Brief:
 - IA1 for Level I
 - IA2 for Level II
 - IA3 for Level III

Please Note: Currently, there is no set guidance for military team members to update records with IACP – new developments on the progress of this matter will be updated on:
<http://www.safia.hq.af.mil/workforceinitiatives/index.asp>

Table 1 - Level I Application Required Training and IA Experience

Course Requirement	Courses that may be used to fulfill requirements	Course you are planning to use
#1 International Program Security Requirement (IPSR) Course	<i>The IPSR requirement can be satisfied by only one of the following courses:</i> <ul style="list-style-type: none"> ▪ IPSR-OL (on-line), DISAM ▪ IPSR-3 days, DISAM ▪ IPSR-5 days (offered before December 2005), DISAM ▪ SAM-C (only if completed after October 2000), DISAM ▪ SAM-O (only if completed after October 2000), DISAM ▪ PMT 203 International Security and Technology Transfer, DAU 	
#2 Introductory Functional Development Course in <u>primary</u> area of expertise	This requirement refers to completion of a course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 101.	
#3 Introductory Functional Development Course in <u>any</u> area of expertise	This requirement refers to completion of a course relevant to an individual's functional area other than their primary area of expertise. This course can be in any area of their choice. For example, an applicant with acquisition as his/her functional area may enter CON 110.	
#4 Introductory Security Cooperation Course	An introductory Security Cooperation course is designed to provide a foundational understanding of security cooperation. Examples of such courses include, but are not limited to: <ul style="list-style-type: none"> ➤ DISAM courses such as SCM-OC ➤ Joint Special Operations University (JSOU) Orientation include, but are not limited to, Asian Pacific Orientation, Latin American Orientation, Cross-Cultural Communications, etc ➤ Defense Acquisition University (DAU) courses such as PMT 202, PMT 203, or PMT 304. 	
Level I applicants are required to have a minimum of <u>TWO</u> years International Affairs (IA) Experience		

Table 2 - Level II Application Required Training and IA Experience

Course Requirement	Courses that may be used to fulfill requirements	Course you are planning to use
All Level I Course Requirements +		
#1 Intermediate Functional Development Course in <u>primary</u> area of expertise	This requirement refers to completion of an intermediate course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 201.	
#2 Introductory Functional Development Course in <u>secondary</u> area of expertise	This requirement refers to completion of an introductory course relevant to an individual's secondary area of expertise. Specific courses will vary from individual to individual based on his/her secondary area of emphasis. For example, an applicant may have acquisition as his/her functional area, but may have a secondary area of expertise in logistics. In this instance, the applicant may enter LOG 101.	
#3 Intermediate Security Cooperation Course	An intermediate Security Cooperation course is designed to provide additional understanding of security cooperation. Examples of such courses include, but are not limited to: <ul style="list-style-type: none"> ➤ DISAM courses such as SAM-C, SAM-O, and SAM-E ➤ Joint Special Operations University (JSOU) Orientation include, but are not limited to, Asian Pacific Orientation, Latin American Orientation, Cross-Cultural Communications, etc ➤ Defense Acquisition University (DAU) courses such as PMT 202, PMT 203 or PMT 304. 	
#4 Course in Leadership or Management (24 hours)	Completion of a formal leadership or management course of at least 24 hours of instruction . A number of institutions offer such training, examples of these courses include, but are not limited to: <ul style="list-style-type: none"> ➤ AFPC Leadership Training such as <ul style="list-style-type: none"> ○ Capitol Hill Workshop ○ Leadership and Management Certification ➤ OPM courses such as <ul style="list-style-type: none"> ○ Leadership Potential Seminar ○ Leadership Skills for Non-Supervisors/Non-Managers ○ Seminar for New Managers ➤ IDE courses such as <ul style="list-style-type: none"> ○ Air Command and Staff College Distance Learning (ACSC-DL) Master's Degree ○ Air Command and Staff College (ACSC) in residence ○ AF Institute of Technology (AFIT) ○ Air Force Legislative Fellows Program (HILL) ○ Air War College (AWC) 	
Level II applicants are required to have a minimum of <u>FOUR</u> years International Affairs (IA) Experience		

Table 3 - Level III Application Required Training and IA Experience

Course Requirement	Courses that may be used to fulfill requirements	Course you are planning to use
All Level I Course Requirements +		
All Level II Course Requirements +		
#1 Advanced Functional Development Course in <u>primary</u> area of expertise	This requirement refers to completion of an advanced course relevant to an individual's functional area. Specific courses will vary from individual to individual based on his/her area of emphasis. For example, an applicant with acquisition as his/her functional area may enter ACQ 401.	
#2 Intermediate Functional Development Course in <u>secondary</u> area of expertise	This requirement refers to completion of an intermediate course relevant to an individual's secondary area of expertise. Specific courses will vary from individual to individual based on his/her secondary area of emphasis. For example, an applicant may have acquisition as his/her functional area, but may have a secondary area of expertise in logistics. In this instance, the applicant may enter LOG 201.	
#3 Advanced Security Cooperation Course	An advanced Security Cooperation course is designed to provide an advanced understanding of security cooperation subject matter. Examples of such courses include, but are not limited to: ➤ DISAM courses such as SAM-CF, SAM-CM, SAM-CR, SAM-CS, SAM-AT, SAM-AR and other relevant IA job-related courses from other federal agencies.	
#4 Course in Leadership or Management (40 hours)	Completion of a formal leadership or management course of at least 40 hours of instruction . A number of institutions offer such training, examples of these courses include, but are not limited to: ➤ IDE courses such as ○ Air Command and Staff College Distance Learning (ACSC-DL) Master's Degree ○ Air Command and Staff College (ACSC) in residence ○ AF Institute of Technology (AFIT) ○ Air Force Legislative Fellows Program (HILL) ○ Air War College (AWC) ➤ SDE courses such as ○ AF Institute of Technology (AFIT) ○ Air War College (AWC) ○ RAND Fellowship Program ➤ Strategic Leadership Education (Levels I-III) ○ Air Force Civilian Leadership Course (I) ○ Enterprise Leadership Seminar (II) ○ Leadership for a Democratic Society (LDS) (III) ➤ GMAP II International Leadership and Management courses	
Level III applicants are required to have a minimum of <u>SIX</u> years International Affairs (IA) Experience		

Important Notes

Courses:

- ☐ You may not use the same course to satisfy different requirements. For example: If you use ACQ 101 for Level I, Requirement #2, you cannot use the same course to satisfy any other requirement. However, there is one exception:
 - The SAM-C and SAM/SCM-O courses, if completed after October 2000, contain the IPSR course component and fulfill both the IPSR and the Introductory Security Cooperation Course requirements #1 and #4 for Level I.
- ☐ Unless otherwise specified, all courses must be a minimum of 3 resident days/24 total online hours to meet the requirement.
- ☐ Courses offered by civilian universities or education institutions do not fulfill any of the training requirements—this includes courses for which you received tuition assistance. However, there are two exceptions:
 - DSCA sponsored Tufts University's Global Master of Arts Program (GMAP) II courses in areas of Security Cooperation and Leadership.
 - Courses completed in conjunction with the Civilian Developmental Education (CDE) Program or Professional Military Education (PME).
- ☐ If you are using a Level II or III Leadership course that does not appear in the *USAF Civilian Leadership Development Course Catalogues* or is not part of the GMAP II program, please provide a course description as part of your Supporting Documents.

Experience:

- ☐ Any applicable civilian, military, prior military or contracting IA experience may be used to fulfill the experience requirement. However, only USG employees may apply for certification. For detailed contractor guidance please review the DSCA Contractor Certification Guidance memorandum at: <http://www.safia.hq.af.mil/shared/media/document/AFD-070904-024.pdf>

Appendix – Supporting Documents		
Requirement	Accepted Supporting Documents	√ when complete
Years of IA Experience	<ul style="list-style-type: none"> ➤ Official documentation of professional experience such as Career Brief (civilian applicants) or SURF (military applicants). <ul style="list-style-type: none"> ○ If the Career Brief or SURF does not clearly demonstrate applicant's IA experience, the IACP Board will accept a supplemental document such as an official memo written on applicant's letterhead detailing IA experience (including duties and dates of performance). Memo must be signed by the applicant's supervisor. ➤ Other relevant documents may be submitted for consideration. 	
Coursework/Training Requirements	<ul style="list-style-type: none"> ➤ Course completion certificates must be submitted for each course entered on your online application unless they are listed in the "training" section of your Career Brief or SURF. ➤ Other proof of course completion may be submitted for consideration. 	
Submit all supporting documents in PDF or JPEG format to the AF IACP Administrator at: AirForceAdministrator@pentagon.af.mil		